

MINUTES

Coordinated Human Services Transportation Planning Committee

October 21, 2009

10:00 am – 11:30 pm

Five County Association of Governments
1070 West 1600 South Bldg B, St George UT

MEMBERS IN ATTENDANCE

Fayann Christensen
Misty Matheson
Christine Holliday
Susan Johnson
Beth Cottam
Suzanne Allen

REPRESENTING

Kane Co. Senior Citizens Center
Cedar Area Transportation System
Washington Co. Senior Citizens Center
Turn Community, St George
Five County Association of Governments
St George City Councilmember, DTEC

OTHERS IN ATTENDANCE

Doni Pack
Curt Hutchings

Five County Association of Governments
Five County Association of Governments

MEMBERS EXCUSED

Ed Rogers
Ryan Marshall
Connie Lloyd
Pam McMullin

Dixie Applied Technology College
Sun Tran, City of St George
Iron County Senior Citizen Center
Beaver Co. Senior Citizens Center

MEMBERS ABSENT

Jim Starks
William Campbell
Donna Chynoweth
Launi Schmutz
Carl Mangum

Red Rock Center for Independence
Department of Workforce Services
Garfield Co. Senior Citizens Center
Washington Co. School District
Southwest Behavioral Center

I. WELCOME AND INTRODUCTIONS

Vice-Chair Fayann Christensen opened the meeting at 10:20 am and welcomed all in attendance. There was not a quorum present. Mr. Curt Hutchings suggested they discuss the items on the agenda briefly and be prepared to take action on items at the next meeting.

II. APPROVAL OF MINUTES FROM JUNE 24, 2009 AND AUGUST 7, 2009 MEETINGS

No Minutes were approved because there was not a quorum present.

III. LEADERSHIP ROTATION

Mr. Hutchings explained that the Coordinated Human Services Transportation Planning (CHSTP) Committee was originally established with the Chair and Vice-Chair seated for one year. The Secretary would serve for two years. Since then it has become easier for a Five County Association of Governments (FCAOG) staff person to act as Secretary and Mr. Hutchings suggested that Ms. Doni Pack be nominated to fill that position.

Chair Pam McMullin has been serving for over a year now. Vice-Chair Fayann Christensen may not be able to commit to serving for the next year. Mr. Hutchings suggested members be prepared to make nominations for these positions at the next meeting. Ms. Beth Cottam suggested that having representatives from the disability and mental health services would be appropriate since aging services have been well represented by Ms. McMullin and Ms. Christensen.

IV. COORDINATED TRANSPORTATION IMPLEMENTATION TOOL

A. Review Process

Mr. Hutchings briefly reviewed the process of funding and development of the Coordinated Transportation Implementation (CTI) Tool. He stated that he is generally pleased with the Tool, but managing the paperwork to substantiate a soft money match for the contract required a huge amount of staff time. Although, successful, he suggested not attempting a soft match in the future and UDOT will not allow it as an option.

B. Review Document

Mr. Hutchings went on to discuss the Implementation Tool itself. The CTI Tool includes thirteen strategies for developing coordinated transportation in the MPO area. Many individuals from local service and transportation agencies were contacted and brought together as “stakeholders” to assist in the development of the Tool. The CHSTP Committee is designated as the primary instrument through which the strategies will be implemented. In order to enhance the capabilities of the Committee, Suzanne Allen - who serves as a St George City Councilmember and is Chair of the Dixie Metropolitan Executive Council (DTEC) – has accepted a position on the Committee. Mr. Hutchings introduced her to the Committee members present.

C. Vision and Mission statements

Each Committee member received a draft Vision and Mission Statement. Mr. Hutchings explained that Strategy #1 of the CIT Tool is to create a “More Defined Role for Coordinating Committee”. Developing Mission and Vision Statements is a

part of this. Each member was asked to review the Statements suggested by Mr. Hutchings and be prepared to discuss any changes at the next meeting.

D. Subcommittees structure

Mr. Hutchings proposed that the CHSTP Committee form various subcommittees to address the various strategies outlined in the CTI Tool. Each subcommittee would be headed by a CHSTP Committee member. The subcommittees would meet on their own and the CHSTP subcommittee head would report progress at the regular CHSTP Committee meetings. Subcommittees for all thirteen strategies would not be formed at the same time, rather one or two of the highest priority strategies the Committee deems appropriate at any given time. Committee members should review the CTI Tool and decide which strategies are of highest priority at this time and at this point in project implementation.

Ms. Beth Cottam asked if she should be trying to apply some of the suggestions mentioned in the CTI Tool as she manages her current bus pass funds, specifically how to use this current funding to leverage additional funds. Committee members responded that she should continue as she is doing for the present.

V. OTHER

A. Five County Area

Mr. Hutchings shared that it is very important to take the information and ideas generated from the development of the CTI Tool and share them with the agencies and services in the other counties within the Five County area. In order to progress in these areas with coordinated human service transportation, Mr. Hutchings plans to travel to each county and meet with CHSTP Committee members and their human services area leadership. Ms. Cottam pointed out that a focus on economic development vs. human services is more helpful in these other counties.

Ms. Misty Matheson shared her difficulties trying to extend the Cedar Area Transportation Services (CATS) to other communities in Iron County who want transportation services, such as Enoch, Parowan, and Brian Head. This may become more do-able if the area decides to form a Rural Planning Organization. The communities have already completed a transportation Emerging Area Study.

Ms. Cottam emphasized that the important relationships and networking necessary to create support for these types of projects takes time and patience, as well as strong local support.

B. New meeting

Mr. Hutchings suggested moving the December meeting to November 17, 2009. This will allow the Committee to act more quickly with the CTI Tool and avoid the busy December schedules.

C. Review Contact Lists

Ms. Pack provided a CHSTP Committee member contact list, as well as a contact list for the larger stakeholders group and asked for any update or corrections.

D. Calendar Year 2010

Ms. Pack also handed out a proposed meeting calendar for next year, following the same pattern as 2009. She asked for any apparent conflicts and suggested that the December 29, 2010 meeting should probably be changed at some point.

VI. ADJOURN

The meeting was adjourned at 11:30 am.